

31 MAR 1975

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

SUBJECT : Reduction of Daily Operating Costs

The Real Estate and Construction Division (RECD) continues to implement and administer programs which are not only cost effective but which also conserve scarce resources. The following data is submitted as a measurement of progress made during the third quarter FY 1975.

| <u>Cost Reduction Methods</u> | <u>Progress/Problems/Suggested Improvements</u> |
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| 1. Use speed letters for intraoffice correspondence. | RECD has increased its use of speed letters for intraoffice, routine correspondence as well as for communication with daily liaison contacts. |
| 2. Encourage and accept pen and ink changes for minor errors on correspondence. | RECD continues to encourage and practice pen and ink changes, in addition to the use of correction tape when practicable. |
| 3. Identify and take steps to stop receipt of excess copies of correspondence and reports. | <p>RECD identified that excess copies of travel orders and travel vouchers were being made for the Office of the Chief and the Records Unit. Subsequently, the Branch secretaries were instructed to reduce distribution from five copies to three.</p> <p>RECD also reviewed the Division weekly report distribution and found that one Branch had been receiving two copies of the report each week. The reason for such distribution was unknown and, since the second copy was found unnecessary, it was dropped from distribution.</p> <p>RECD secretaries have continually sought new ways to conserve paper. One secretary has further reduced her Branch weekly report distribution by</p> |

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now retiring the Branch Chief's personal copy to the Branch official file.

4. Eliminate use of unnecessary routing slips.

RECD secretaries have eliminated the use of transmittal slips for internal OL correspondence. In addition, routing and record sheets are being conserved by discontinuing their use on selected correspondence where their only purpose was to cover the memorandum; i.e., no approval, concurring, or certifying lines are involved.

5. Reduce fuel oil consumption of the Headquarters Complex.

Measures previously implemented through GSA to reduce fuel oil consumption at Headquarters are continuing. Statistics for the third quarter FY 1975 are not yet available.

6. Reduce power consumption of the Headquarters Complex.

RECD continues to implement through GSA a program of conserving power consumption. Statistics are not yet available to measure progress made in the third quarter FY 1975.

Anti-inflation Measures

Progress/Problems/Suggested Improvements

1. Reuse envelopes.

This practice is now established procedure in RECD. Reused envelopes comprise an estimated 90 percent of all envelopes used.



Chief

Real Estate and Construction Division, OL

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